

**Board of Prison Terms  
Job Opportunity  
Correctional Counselor I - Field Operations  
Region 3 & 4 (Full-time, Permanent)**

Duties:	<p>Under direction of a Correctional Counselor II Supervisor, the Correctional Counselor I (CCI) shall perform highly technical and specialized duties in accordance with the parole revocation process, revocation extension process, mentally disordered offender hearings, sexually violent predator hearings, Penal Code 3063.1 referrals, and conduct other related duties as required. The CC I will complete the second serve processes for hearings with the Board of Prison Terms (BPT), to ensure compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Due Process Clause of the Fourteenth Amendment. These second serves and/or hearings may be held at the California Department of Corrections (CDC), Department of Mental Health (DMH), county law enforcement agencies, county jails, or any other agency as required. Positions in this class are peace officer, non-supervisory. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Correctional Peace Officers' Standards and Training. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms.</p> <p>Conducts face-to-face reviews with inmates/parolees participating in parole proceedings and does the following: ensures they have been fully advised of the Americans with Disabilities Act (ADA) and its protections against discrimination of persons with disabilities; ensures persons with disabilities have been appropriately identified and the need for accommodation has been correctly documented; ensures effective communication of the parolee's/inmate's rights as they pertain to hearings, due process, attorney representation, and witnesses. Will assist parolees in the selection of witnesses required. Enter completed serve results via laptop/computer in the Revocation Scheduling and Tracking System.</p> <p>Prioritizes cases to assist in meeting the hold-to-hearing mandates; plans the most efficient method of serving the cases in a timely manner; establishes and maintains positive relationships with law enforcement, allied agencies, the legal community, CDC, DMH and local detention facility staff; prepares all necessary reports and completes any other duty as required.</p>
Desirable Qualifications:	<p>Flexible and independent worker, strong working knowledge of the revocation process and due process rights, sensitivity to persons with disabilities, good computer skills, good communication skills, ability and willingness to travel overnight as workload dictates, ability to exercise good judgement and work as a team member.</p>
Who Should Apply:	<p>Individuals currently at the level of CC I. Lateral transfers will be considered from candidates currently at the CC I, or equivalent peace officer classification. All applications <b><u>must indicate civil service classifications, not working titles.</u></b> All CDC applicants <b>must have completed 24 months of service in the apprenticeship program.</b></p>
Salary:	<p>\$ 5,107 - \$ 5,913 Range K</p>
How to Apply:	<p>Submit a standard state application and resume to:</p> <p style="text-align: center;">Board of Prison Terms 1515 K Street, Suite 600 Sacramento, CA 95814 Attn: Ted Rich, Jr. (916) 445-4072</p>
Final Filing Date:	<p><b>Until Filled.</b> Applications will be screened, and the most qualified applicants will be scheduled for an interview.</p>